

Case Number: _____
Hearing Date/Time: _____
COURTROOM _____

WASHINGTON COUNTY CIRCUIT COURT

NAME CHANGE PROCEEDING FOR AN ADULT

FORMS AND INSTRUCTIONS

***PLEASE READ ALL THE INSTRUCTIONS CAREFULLY.
NOTE: ONLY COMPLETE THE FORMS NEEDED FOR THE STEP
YOU ARE ON IN THE NAME CHANGE PROCEEDING.***

CONTENTS OF PACKET

- Form 1 - Petition for Name Change
- Form 2 - Notice of Name Change Hearing
- Form 3 - Order to Show Cause and Give Notice of Name Change Hearing
- Form 4 - Declaration of Posting Notice of Name Change Hearing
- Form 5 - General Judgment of Name Change
- Form 6 - Notice of General Judgment of Name Change
- Form 7 - Declaration of Posting Notice of General Judgment of Name Change
- Form 8 - Request for Certified Copies of General Judgment of Name Change

Washington County Circuit Court
145 N.E. Second Avenue
Hillsboro, Oregon 97123

Name Change Ex Parte Orientation
Tuesdays and Thursdays
12:45 p.m. to 1:15 p.m.
Room B-7

PLEASE NOTE:

The court staff is not allowed to give legal advice. Read the instructions carefully and fill out the forms according to the steps outlined in the instructions. If you have questions about a name change that are not answered in the instructions, you should contact an attorney. The Oregon State Bar Lawyer Referral Service can provide names of attorneys in your area. The phone number for lawyer referral is: 1-800-452-7636.

PLEASE NOTE:

You must bring valid photo ID (driver’s license, Oregon photo ID card or passport) with you each time you come to the courthouse. In addition to the above identification, **a certified copy of your birth certificate [as issued by the relevant agency in the state in which you were born] must be presented at the time of the name change hearing. Please note: a birth certificate issued by a hospital is insufficient.**

WHO CAN FILE FOR A NAME CHANGE?

You must be an Oregon resident and you must file your name change in the county where you reside.

COST OF NAME CHANGE ?

The filing fee is \$105.00, the cost of *each* certified copy is \$5.25.

HOW LONG WILL IT TAKE?

Depending on the date of your hearing, a name change will take about 4-8 weeks to complete. You will need to come to the courthouse twice, first to file your papers and second to appear at your court hearing. You **cannot** mail your forms to the court. You must post your own notices and sign the declarations at the appropriate time.

ALL THE FORMS MUST BE COMPLETED IN BLACK OR BLUE INK.

NAME CHANGE PROCEDURE:

1. Fill out the Petition for Name Change (Form 1); Notice of Name Change Hearing, leaving the hearing date blank (Form 2); and the top of the Order to Show Cause and Give Notice of Name Change Hearing (Form 3).
2. **When you are ready to file your petition and set a hearing date, you must appear at Name Change Ex Parte Orientation** which is held in the Probate Department (Room B-7) on Tuesdays and Thursdays (choose one day) from 12:45 p.m. to 1:15 p.m. **If you are not ready to file your petition, a clerk will be available on Tuesdays and Thursdays should you have any procedural questions.** Please note that court staff is not allowed to give you legal advice.

Take forms 1, 2 and 3 to Room B-7 on the basement level of the Washington County Courthouse at 145 N.E. Second Avenue, Hillsboro, Oregon. Bring valid photo ID with you to the courthouse. The clerk will give you a case number and give you a hearing date. Fill in the case number on all of your forms. Fill in the hearing date on the Notice of Name Change Hearing (Form 2). Be sure to note the date and time of your hearing. The clerk will give form 3 to the Judge to sign. Post the Notice (Form 2) on the bulletin board (clerk will inform you of location). Finally, pay the filing fee (\$105.00) at the cashiers.

3. **Before your hearing date:** fill out the Declaration (Form 4). Also fill out the Judgment (Form 5); **do not date or sign.** Be sure to clearly print your present legal name and your new name. Do not use initials as part of your name. Fill out only the top part of the Notice of General Judgment of Name Change (Form 6) and Declaration (Form 7).
4. On the date of your hearing, you must bring forms 4-8 with you to court. Be sure to have a photo ID: (a valid driver's license, an Oregon ID card or a passport) and a certified copy of your birth certificate [issued by the relevant agency in the state in which you were born]. Please note: that a birth certificate issued by a hospital is insufficient. **First take the notice (form 2) off of the bulletin board and go to the courtroom. There will be information on the bulletin board to tell you the number of your courtroom.** In the courtroom, a clerk will verify all documents are in order for the hearing.
5. The court will rule on your request for change of name. The court will keep all of the forms in your permanent file. If someone appears to object, the court will set another time to hear evidence on the objection. If there are objections, the judgment will not be signed, and you will be asked to come back for a second hearing date.
6. If the Judge signs the judgment, you will be required to post the Notice of General Judgment of Name Change (Form 6) on the same bulletin board.
7. Take the Notice of General Judgment of Name Change (Form 6), the Declaration of Posting Notice of General Judgment of Name Change (Form 7) and the Request for Certified Copies (Form 8) to the information counter located near the bulletin board where you posted your notice. A name change clerk will be there to assist you.
8. Fill in the date the Judge signed the judgment on the Notice (Form 6). Sign it with your *present* legal name, not your new name. The clerk will then check your notice and have you post the notice on the bulletin board. It will not be necessary for you to come back to the courthouse to remove your last notice from the bulletin board. The clerks will do this for you after 14 days of posting.
9. Fill out and sign the Declaration of Posting Notice of General Judgment of Name Change (Form 7). **Hand it to the clerk for filing.**
10. Decide how many certified copies of the judgment you will need, fill out Form 8 and pay the fee at the cashiers. **The cashier will keep this form.** The certified copies will be mailed to you within 5 judicial days.

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of _____

Case No. _____

First **Middle** **Last**
(Your Present Legal Name)

to

First **Middle** **Last**
(Your New Name)

**PETITION FOR
NAME CHANGE
(Form 1)**

I request a Judgment changing my name from _____
(Your Present Legal Name -First, Middle, Last)
to _____, and a hearing scheduled concerning the name
(Your new name - First, Middle, Last)
change petition. I am not requesting the change of name for any purpose which is contrary to public policy.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.

Dated: _____

Signature of Petitioner (Your Present Legal Name)

Petitioner's Name (Please Print)

Address

City/State/Zip Code

(_____) _____
Telephone Number

**Verification of Petitioner
For Court Use Only:**

I.D. Provided: _____

I.D. Number: _____

Petitioner's Date of Birth: _____

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Your Present Legal Name - First, Middle, Last)

to

**NOTICE OF NAME
CHANGE HEARING
(Form 2)**

(Your New Name - First, Middle, Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the _____ day of _____, 20____, at _____ a.m./p.m. in Courtroom _____ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon at which time any objections of interested persons will be heard.

This written notice of the time, place, and subject of the hearing shall be posted in a public place located in Washington County, Oregon for at least 14 days preceding the hearing and proof of posting shall be filed herein.

Dated: _____

Signature of Petitioner (Your Present Legal Name)

For use at Court Hearing only:

B.C. _____

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Your Present Legal Name - First, Middle, Last)

**ORDER TO SHOW CAUSE
AND GIVE NOTICE OF
NAME CHANGE HEARING
(Form 3)**

to

(Your New Name - First, Middle, Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the _____ day of _____, 20____ at _____ a.m./p.m. in Courtroom _____ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon.

At the above cited time, any interested persons shall appear to object and/or file written objections prior to the hearing date to show cause why the Petition should not be granted for change of name.

Notice of the petition for change of name shall be posted in a public place in Washington County for a period of at least 14 days.

Dated: _____

Circuit Court Judge

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Your Present Legal Name - First, Middle, Last)

**DECLARATION OF POSTING
NOTICE OF NAME
CHANGE HEARING
(Form 4)**

to

(Your New Name - First, Middle, Last)

I, _____ hereby declare that in accordance
(Your Present Legal Name)
with ORS 33.420, written notice stating the time, day, place and subject of the hearing for name
change of the Petitioner was posted on the Washington County Courthouse Bulletin Board,
150 N. First Avenue, Hillsboro, Oregon and remained posted for the statutory number of days
beginning _____, 20__ and ending _____, 20__.
(Date Notice was Posted) (Today's Date)

**I hereby declare that the above statement is true to the best of my knowledge and belief,
and that I understand it is made for use as evidence in court and is subject to penalty of perjury.**

Dated: _____

Signature of Petitioner (Your Present Legal Name)

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

First Middle Last
(Your Present Legal Name)

to

First Middle Last
(Your New Name)

**GENERAL JUDGMENT
OF NAME CHANGE
(Form 5)**

The Court is satisfied that the Petition for change of name should be granted; therefore it is hereby

ORDERED AND ADJUDGED,

the name of _____ is hereby
First Middle Last

changed to _____ and notice
First Middle Last

of the name change shall be posted in a public place in Washington County as required by law.

Dated: _____

Circuit Court Judge

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Your Present Legal Name - First, Middle, Last)

to

(Your New Name - First, Middle, Last)

**NOTICE OF GENERAL
JUDGMENT OF NAME CHANGE
(Form 6)**

A Judgment was signed in the above action on _____, 20____,
(Today's date)
changing the Petitioner's name as set out in the title of this pleading.

Signature of Petitioner (Your Present Legal Name)

(Print Your Present Legal Name)

Date of Posting: _____, 20____.

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Your Present Legal Name - First, Middle, Last)

to

(Your New Name - First, Middle, Last)

**DECLARATION OF POSTING
NOTICE OF GENERAL JUDGMENT
OF NAME CHANGE
(Form 7)**

I, _____, hereby declare that in accordance with
ORS 33.420, a written notice of the name change ordered and adjudged by this Court
on _____, 20____, was posted by me on the Washington County Courthouse
Bulletin Board, 150 N. First Avenue, Hillsboro, Oregon, as required by law.

**I hereby declare that the above statement is true to the best of my knowledge
and belief, and that I understand it is made for use as evidence in court and is subject
to penalty of perjury.**

Dated: _____

Signature of Petitioner (Your Present Legal Name)

**REQUEST FOR CERTIFIED COPIES OF
GENERAL JUDGMENT OF NAME CHANGE
(Form 8)**

Case Number: _____

Case Name: _____
(Your Old Name)

Number of Certified Copies Requested: _____

x \$5.25

Total Amt. Due: _____

After your Judgment is signed, you have posted the notice and signed the declaration, take this form to the cashier's office and pay for the certified copies. **Leave this form with the cashier.**

Your copies will be mailed to you within 5 judicial days.

Mailing Address:

